

Identify Real Estate Firms, Fees, and Laws Governing the Lease and Ownership of Real Prop. Worldwide



Project Title	Identify Real Estate Firms, Fees, and Laws Governing the Lease and Ownership of Real Prop. Worldwide
Project Summary	Identifying licensed/registered real estate operators in cities with U.S. posts, with the appropriate experience and resources to find needed properties. Determining local fees, permits, & applicable laws governing the acquisition and rental of real property worldwide.
Country	United States
Agency	Department of State
DoS Office	OBO/PRE
Post	N/A
Section	N/A
Number of Interns	6

Project Description

The Virtual Intern will assist OBO/PRE in identifying typical fees, permits, and applicable laws that govern the acquisition and rental of real property around the world. In addition, PRE must identify licensed or registered Real Estate operators in each city with the appropriate experience and resources to assist in finding suitable properties.

The intern(s) will create an expandable website for his/her respective region, largest cities first, to be populated with the needed information.

For management purposes, the State Department has divided the world into six functional regions: 1- Europe, 2- Asia/Pacific, 3 - the Western Hemisphere, 4 - Sub-Saharan Africa, 5 - Northern Africa & the Middle East, and 6 - South/Central Asia. The United States has an embassy in every capital of the world, and in the major cities or locations frequently visited by Americans, it has consulates or American Presence Posts. All of those posts (260+) require office space and housing.

Desired Skills Interests

Additional Information

The required information is needed for all posts in every region. Intern may select the region he or she wishes to focus on from the following list:

- AF – All Sub-Saharan Countries and nearby Islands – (including Madagascar, Seychelles, Cape Verde, etc.)
- NEA - Near East Africa and the Middle East - Morocco, Tunisia, Algeria, Libya, Sudan, Egypt, Iraq, Lebanon, Israel, Jordan, U.A.E., Kuwait, Saudi Arabia, Qatar, Bahrain, Oman, Iran & Yemen
- SCA - South Central Asia - Bangladesh, India, Sri Lanka, Pakistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan, Afghanistan
- WHA - Western Hemisphere – The Caribbean, North, Central, and South America (excluding the U.S.)
- EAP – East Asia and the Pacific - Australia, New Zealand, Japan, Korea, Vietnam, Laos, Cambodia, Thailand, Philippines, Indonesia, China, Mongolia, Brunei, Malaysia, Singapore, Burma, and the Pacific Island States (Micronesia, Samoa, Palau, Papua/New Guinea, East Timor, Fiji)
- EUR – All of Western, Central, and Eastern Europe, from Iceland to Russia and from Finland to Cyprus

The complete list of Embassies, Consulates, and other posts in each region can be found at:

[http://diplopedia.state.gov/index.php/US_Missions_\(by_World_Region\)](http://diplopedia.state.gov/index.php/US_Missions_(by_World_Region))

The intern(s) will create an expandable website for his or her respective region, beginning with the largest cities first, and offering subfolders to be populated with the following information, always subject to updates and additions.

- Websites and contact information for real estate websites in each country (if available), deemed reliable for initial real estate research based on quality and detail of data offered.
- Top 10 registered/licensed or franchise-affiliated local real estate companies and professionals in terms of sales or dollar volume.
- Land tenure and ownership regulations for expatriates, corporations, and international entities, including foreign governments
- Country/city specific property lease registration requirements, protections offered by registration, party responsible for costs (landlord/tenant)
- Country-specific fees, commissions, documentary requirements, and steps (permits, authorizations, etc.) to complete a real estate transaction
- Identify reputable law firms, based on known clientele, published reviews, length of time in business, English language services (and website), with established expertise in real estate contracts, leases, and construction. Request contact information for past clients.
- Title deed and lease registration rights and obligations (where, how, cost, etc.)
- Particulars of tenancy laws – do they favor tenants or landlords (why)

The intern will have weekly check-ins with their mentor(s) and submit twice-monthly progress reports. Progress reports will be provided in Microsoft Word, Excel, and/or PDF. At the end of each semester, the intern will submit a comprehensive breakdown of the requested information, in Excel format, identified by country. The interns are encouraged to be creative in developing a detailed matrix for the presentation of the information.

The intern is expected to deliver to OBO a comprehensive list of companies and their known capabilities. The sources of information can be derived from internet research, published review, listed clientele, direct contact with the firm, local licensing and permitting offices, or other diplomatic missions, to name a few. It is

anticipated survey forms will be the primary source of screening the information from companies. When possible, direct follow-up to confirm survey results with multiple sources would be beneficial.

Your task will be to help the State Department identify the best local real estate firms available to assist PRE with finding needed property. Additionally, you will be expected to determine the fees, permits, and laws that govern such acquisitions by a sovereign government. This will not be easy and will require some creative research. Our goal is to establish a list of reliable companies in each region that we can call upon when a post needs real estate assistance. Some cities and countries may not even have licensed or identifiable real estate professionals, in which case it will be helpful to know if companies from other cities or even countries are willing and able to provide these services.

You may express your interest in a particular region and the most qualified and creative proposal will be selected. One intern will be expected to take responsibility for a specific region, but the six selected interns will be welcome to exchange ideas and pool resources. If you already have an assignment that places you in one of these regions, that can certainly add to your ability to suss out the needed information.

Language Requirements

None